

Syringa Mountain School

COMMUNITY RELATIONS

4000

Goals

The Board, through the leadership of the Directors and the assistance of staff, will seek to enhance Syringa Mountain School's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, understanding, trust and mutual support between Syringa Mountain School and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs, activities and programs;
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students; and
4. to promote understanding and cooperation between the schools and community groups.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4100

Public Relations

Syringa Mountain School shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Directors shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of school programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4105

Public Participation in Board Meeting – Request to Appear Before the Board

The Board encourages members of the Syringa Mountain School community to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be Syringa Mountain School students and their educational program.

At each Regular and Special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO APPEAR BEFORE THE BOARD” form found in Policy 4105-Form. Forms are available from the Board Secretary and will be available at each meeting.

Total time allotted for public comment is at the discretion of the Board Chair. Each speaker will be limited to three (3) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. The Board will take public comment only on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Secretary will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Secretary at 457 East Parkcenter Blvd., Boise, Idaho 83706.

If a topic is being considered by a committee established for that purpose, the Board Chair may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Board Chair may interrupt or terminate an individual’s statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

If a special meeting has been held to obtain public comment on a specific issue, the Board Chair may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

NOTICE: Personnel and Student Complaints

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code Section 67-2345.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code Section 33-512 (11).

Any complaint about Syringa Mountain School, including instruction, discipline, school personnel policy, procedure or curriculum, should be referred through proper administrative channels (See Uniform Grievance Procedure) before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Director or Supervisor
3. Director or Administrator
4. Board of Trustees

Please also see Syringa Mountain School Policy Nos. 4110 and 4120 regarding public complaints and grievances.

Cross Reference: 4110 Public Complaints
4120 Uniform Grievance Procedure
4320 Disruption of School Operations

Legal Reference: I.C. Section 33-512 (11)
I.C. Section 67-2345

Policy History

Promulgated on: October 3, 2013

Revised on: December 15, 2015 January 2, 2014

REQUEST TO APPEAR BEFORE THE BOARD

NAME: _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board

Date: _____ Thank you for your comments.

Syringa Mountain School

COMMUNITY RELATIONS

4110

Public Grievances

The Board is interested in receiving valid grievances and suggestions. Public grievances and suggestions shall be submitted through the Uniform Grievance Procedure in Policy 4120 to the appropriate-level staff member or administrator. Syringa Mountain School shall consider each complaint or suggestion on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4120

Complaints and Grievances

It is the Board's desire that: (1) administrative procedures for settling complaints and grievances concerns of all persons (i.e. staff, students, patrons, etc.- hereinafter 'grievant) be an orderly process within which solutions may be pursued; (2) the grievance procedure provide prompt and equitable resolution at the lowest possible administrative level; and (3) all persons are assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

Any grievant who believes, due to any action by the Board, its employees or agents that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this policy.

This policy does not deny the right of a grievant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination or harassment.

Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

It is the policy of Syringa Mountain School to process all grievances in a fair and expeditious manner. However, in no event will a grievance be accepted or reviewed that is submitted more than 180 days after the alleged civil right violation, or from the date the grievant could reasonably become aware of such occurrence.

Syringa Mountain School will maintain confidentiality to the extent required by law.

Level 1: School Official (Informal and optional – may be bypassed by grievant)

An individual with a grievance is encouraged to first discuss the issues with a Syringa Mountain School employee with the objective of resolving the matter promptly and informally. Employees with any complaint or grievance are encouraged to first discuss the problem with the Director/Superintendent or their immediate supervisor with the objective of resolving the matter promptly and informally. However, grievances under this section should be discussed with the Director, supervisor or designee not involved in the alleged discrimination or harassment.

Level 2: Director or Director's Title IX Designee

If a certified staff member feels that a grievance was not satisfactorily resolved at Level 1, or if an individual elects to bypass Level 1, he/she may file a written, signed statement of the grievance with the Director or the Director's Title IX Designee (hereafter Designee) using the Form provided in Policy 4120F. The statement must fully set out: (1) the nature of the grievance; (2) the remedy requested; and (3) the signature of the grievant and the date.

The Director or Designee has the authority to investigate all written grievances. If possible, the Director or Designee will resolve the grievance. If the parties to the grievance cannot agree on a resolution, a written report of the investigation shall be prepared by the Director or Designee which shall contain: (1) a clear statement of the allegations of the grievance and remedy sought; (2) a statement of the facts as contended by each of the parties; (3) a statement of facts as found by the Director or Designee and identification of evidence to support each fact; (4) a list of all witnesses interviewed and documents reviewed during the investigation; (5) a narrative describing attempts to resolve the grievance; and (6) the Director's or Designee's conclusion as to whether the allegations in the grievance have merit.

If the Director or Designee believes the grievance is valid, the Director or Designee will recommend appropriate action.

The Director or Designee shall complete the investigation and file the report with the Board within sixty (60) days after receipt of the written grievance. By mutual consent of both parties, this time can be extended. A summary report shall be sent to the parties of the grievance consistent with confidentiality requirements of federal and state law. Upon approval by the Board, the recommendation(s) of the Director or Designee shall be implemented.

Level 3: Board of Directors

If either party is not satisfied with the recommendation(s) by the Director or Designee, either party may make a written appeal within ten (10) days of receiving the summary report of the Director or Designee to a panel of Board Directors, and/or Supervisors or designees. Within fifteen (15) days of receipt of the appeal, the panel shall review the Director's or Designee's recommendation(s), and may hear and consider any additional information that may exist regarding the allegations. If a Director has been involved in any of the previous steps, that individual shall not participate in the review of the appeal. Within ten (10) days of convening, the panel shall issue a decision regarding their findings. The decision shall be submitted to the Director and the parties of the grievance. Upon approval of the Director, the decision shall be implemented.

The decision of the Directors and the Director, with regard to implementing the decision, is a final decision and is not appealable, except that the grievant may, in writing, request that the Board review the record of the grievance procedure to ensure that Board policy, as set forth in this document, has been followed. The grievant is not precluded from filing complaints at any time during or after the grievance process with state or federal agencies.

Timelines

The timelines set forth in this policy may be waived at the discretion of the Director or Designee if such waiver is determined to be in the best interest of the individuals involved.

Employee Actions

All employees of Syringa Mountain School shall be responsible for acting in accordance with this policy.

Review and Prevention

The Director or Designee will review the grievance in relation to current Syringa Mountain School policies and practices to determine if there are steps which Syringa Mountain School should take to prevent a recurrence of a similar type of discrimination or harassment.

Definitions for Policy 4120

Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, school holidays and school breaks.

Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title VI, Title VII, Title IX, Section 504, the ADA, and other federal and state civil rights laws, rules and regulations.

Grievant: a student, parent/guardian, employee or visitor of Syringa Mountain School who submits a grievance.

On school premises or at any school sponsored activity, regardless of location: shall include, but not be limited to buildings, facilities, and grounds on Syringa Mountain School campus, school buses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Procedure History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Grievance You Would Like Addressed

(Please keep your presentation to one sheet. Thank you.)

Name: _____ Date _____

Mailing Address: _____

Phone Number(s): _____

Subject: _____

Problem: _____

Examples that validate the problem: _____

Results: _____

Suggested Solutions: _____

Response to Concern

Person Responding _____ Response Date _____

Method used to communicate response: _____

Actions taken to investigate concern: _____

People contacted in gathering information upon which to make decision: _____

Findings of investigation: _____

Decision: _____

Results of communicating the decision: _____

Signature

Syringa Mountain School

COMMUNITY RELATIONS

4130

Public Access to Syringa Mountain School Records

Subject to the limitation provided herein and as provided by law, full access to information concerning the administration and operations of Syringa Mountain School shall be afforded to the public. Public access to Syringa Mountain School records shall be afforded according to appropriate administrative procedures.

Definitions

A Public Record includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

A Writing includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of a school do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Director shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Director shall authorize the inspection and copying of Syringa Mountain School's records only in accordance with the criteria set forth in this policy.

Records Exempt from Public Disclosure

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All personnel records of a current or former public official other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth

date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;

3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an associate employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by Syringa Mountain School;
6. Any estimate prepared by Syringa Mountain School that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to Syringa Mountain School;
8. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against Syringa Mountain School and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
9. Computer programs developed or purchased by or for Syringa Mountain School for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from

the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:

- a. The original data including, but not limited to, numbers, text, voice, graphics and images;
 - b. Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
 - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
10. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted Syringa Mountain School policy;
 11. Test questions, scoring keys, or other examination data used to administer academic tests;
 12. Preliminary drafts, notes, recommendations and intra-school memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by Syringa Mountain School in connection with any Syringa Mountain School action;
 13. Records that are relevant to a controversy to which Syringa Mountain School is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution; and
 14. Records of buildings, facilities, infrastructures and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

Record Request Response Process and Timelines

Syringa Mountain School shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by Syringa Mountain School that a longer period of time is needed to locate or retrieve the public records, Syringa Mountain School shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If Syringa Mountain School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request.

Denial or Partial Denial of a Records Request

If Syringa Mountain School denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering Syringa Mountain School or Syringa Mountain School's designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for Syringa Mountain School has reviewed the request or shall state that Syringa Mountain School has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so. If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, Syringa Mountain School shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

Redaction of Exempt Information

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, Syringa Mountain School shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Injunction to Prevent Disclosure – Prevent Irreparable Damage

The coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Fee Collection

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, Syringa Mountain School will charge .10¢ per copy. The custodian may require advance payment of the cost of copying. Further Syringa Mountain School reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

- (1) Syringa mountain School's cost of copying the information in that form;

(2)Syringa Mountain School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.

In the event an individual requests a record be provided in electronic format, Syringa Mountain School shall provide the record in electronic format if the record is available in that format. A request for public records may be conducted by electronic mail.

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Authorization for Release of Information:

Student Name: _____ Date of Birth: _____

With this form, I authorize the following schools to release all information and records (including any Special Ed, IEP, 504 or related documents) to Syringa Mountain School at their earliest convenience.

Name of School # 1: _____

School Phone or Fax number: _____

Name of School #2: _____

School Phone or Fax number: _____

Parent Name (Printed) _____

Parent/ Guardian Signature: _____

Date: _____

or Questions regarding this request, please call Syringa Mountain School Phone: 208-806-2880
Fax: 208-788-2464
Mailing Address: 4021 Glenbrook Dr., Hailey, ID 83333

fCross Reference: 1530 Records Available to Public
Legal Reference: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:
Adopted on: January 2, 2014
Revised on: December 15, 2015 December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4140

Visitors to the School

While Syringa Mountain School encourages visits by Board members, parents and citizens to Syringa Mountain School building(s), all visitors are required to report to the Administration or Director's office upon entering any school building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative office: this includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with both the Director's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Syringa Mountain School will hold conferences outside school hours or during the teacher's conference/prep time.

Cross Reference: 4320 Disruption of School Operations
4420 Sex Offenders

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

Syringa Mountain School may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Director is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee Syringa Mountain School's compliance efforts, recommend necessary modifications to the Board, and maintain Syringa Mountain School's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Director if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Director, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Grievance Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. Section 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4160

Notice to Parents Required by No Child Left Behind Act of 2001 ("NCLB")

Improving Basic Programs Operated by Local Educational Agencies

1. As required by NCLB Section 1111(h)(6)(A): At the beginning of each school year, if Syringa Mountain School receives Title I funds, then Syringa Mountain School shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and Syringa Mountain School will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. Whether the teacher is teaching under emergency or other provisional status.
 - c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
 - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. As required by NCLB Section 1111(h)(6)(B)(i): Syringa Mountain School must provide parents information on the level of achievement of the parent's child in each of the state academic assessments.
3. As required by NCLB Section 1111(h)(6)(B)(ii): Syringa Mountain School must provide parents timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

Limited English Proficient Students

1. As required by NCLB Section 1112(g)(1)(A) and (g)(2) and Section 3302(a): Syringa Mountain School must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet the child's needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.
2. As required by NCLB Section 1112(g)(1)(B) and Section 3302(b): Each Syringa

Mountain School using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in Section 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.

3. As required by NCLB Section 1112(g)(4) and Section 3302(e): Each Syringa Mountain School shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

Academic Assessment and Local Agency and School Improvement

1. As required by NCLB Section 1116(b)(6): Syringa Mountain School shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under Section 1116(b)(1)(E)(I), for corrective action under Section 1116(b)(7)(C)(I), or for restructuring under Section 1116(b)(8)(A)(I):
 - a. An explanation of what the identification means and how the school compares in terms of academic achievement to other Syringa Mountain Schools and the state educational agency;
 - b. The reasons for the identification;
 - c. An explanation of what the school identified for school improvement is doing to address the problem;
 - d. An explanation of what Syringa Mountain School or state educational agency is doing to help the school address the achievement problem;
 - e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 - f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).
2. As required by NCLB Section 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, Syringa Mountain School shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.

3. As required by NCLB Section 1116(e)(2)(A): Syringa Mountain School shall provide annual notice to parents of:
 - a. The availability of supplemental education services;
 - b. The identity of approved providers of those services within Syringa Mountain School or whose services are reasonably available in neighboring Syringa Mountain Schools; and
 - c. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.

Parental Involvement

1. As required by NCLB Section 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. As required by NCLB Section 1118(c): Each school shall:
 - a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;
 - b. Offer a flexible number of meetings;
 - c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under Section 1114(b)(2);
 - d. Provide parents of participating children:
 - Timely information about programs under this part:
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Education of Homeless Children and Youths

1. As required by NCLB Section 722(e)(3)(C): Syringa Mountain School shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
Shall be signed by the parent or guardian;
 - a. Sets forth the general rights provided under this subtitle;

- b. Specifically states:
 - The choice of schools homeless children and youths are eligible to attend;
 - That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
 - That homeless children and youths should not be stigmatized by school personnel;
 - c. Includes contact information for the local liaison for the homeless children and youths.
2. As required by NCLB Section 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, Syringa Mountain School shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
 3. As required by NCLB Section 722(g)(6)(A)(iv): Each Syringa Mountain School shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

Persistently Dangerous Schools

If Syringa Mountain School is identified as a persistently dangerous school,¹ Syringa Mountain School must, in a timely manner:

¹ How is it determined if an Idaho School is “persistently dangerous” under Sec. 9532 of the ESEA?

The Department of Education gathers school data through the annual SDFS evaluation, (a process for gathering individual school building data and adding criminally injurious conduct would need to be developed.) A persistently dangerous school **must meet all of the following criteria for three consecutive years**:

- Student suspension or expulsion for criminally injurious conduct (Defined by Idaho Criminal Code, Section 72-1003(7)(a) -homicide, rape, robbery, aggravated battery, aggravated assault, assault with intent to commit serious felony, battery with intent to commit a serious felony, administration of poison with intent to kill, and mayhem)and
- Weapons-related violations, ID Code 18-3302D(2)(a)(b), or criminally injurious conduct committed by a students or non-students on school property,

Any school that has suspended or expelled 1% of the students body or 5 students, whichever number is higher, for weapon-related offenses or criminally injurious conduct for three or more consecutive years will be determined persistently dangerous.

Schools with more than 500 students may use the formula in the Appendix to calculate their current rate of violence-related suspensions / expulsions. Schools with 500 or fewer students may use the number 5 as the threshold criteria. Any school meeting one or both of these criteria a second consecutive year will be required to identify the problems and implement a corrective action plan to ensure a safe school environment for students.

1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.
2. Offer all students the opportunity to transfer to a safe public school within Syringa Mountain School's boundaries. If there is not another school, Syringa Mountain School is encouraged, but not required, to explore other options such as an agreement with a neighboring school to accept transfer students.
3. For those students who accept the offer, complete the transfer.

In addition a Syringa Mountain School must also:

1. Develop a corrective action plan; and
2. Implement the plan in a timely manner.

Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.

Student Privacy

1. As required by NCLB Section 1061(c)(2)(A): The student privacy policies developed by Syringa Mountain School shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by Syringa Mountain School. At a minimum, Syringa Mountain School shall:
 - a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. As required by NCLB Section 1061(c)(2): Syringa Mountain School shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "*The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.*"

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4200

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to Syringa Mountain School and support their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine Syringa Mountain School policy, their suggestions and assistance are always welcome. Membership to such organizations must be open and unrestricted.

Support Organizations - General

Support clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within Syringa Mountain School. All such groups must receive the approval of the Director and the Board in order to be recognized as a Support organization. These organizations must keep on file in the Director's office a record of officers, bylaws, mailing addresses and other pertinent information as may be required by the Director. Staff participation, cooperation and support are encouraged in such recognized organizations.

Approving Activities of Support Organizations

Support -proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of Syringa Mountain School. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, Support organizations must submit to the Director or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Director or designee is to be advised before any final revisions are made.

Support organizations must abide by all Syringa Mountain School policies as well as the following:

1. Support organizations may not use Syringa Mountain School's tax ID number.
2. Support organizations may not accept checks made out to Syringa Mountain School. Syringa Mountain School may not accept checks made out to the Support organization.
3. Syringa Mountain School officials should not have a leadership role in Support organizations.
4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Director or designee.
5. Support organizations must submit to the Director for review and approval of annual reports on income, expenses and balance sheets.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. All fund-raising activities must be approved in advance by the Director.

The Director must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of Syringa Mountain School and may be used or disposed of in accordance with Syringa Mountain School policy and state law.

Announcements of Support organization events and activities should clearly indicate that it is sponsored by a group and not the school. Groups should warrant that the activities will be adequately supervised.

Financial Records – Support Organizations

Support organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an annual financial report to the Director giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Director backup documentation. Adequate, auditable financial records shall be maintained at all times.

Support organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the Support organization may be authorized to sign checks drawn on the bank account of the organization. Two signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a Support organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the school or use the name of the school in any way, or imply or infer that they are a school associated organization.

Audit – Support Organizations

Any Support organization shall be required to conduct annual audits of their financial records. Syringa Mountain School does not require Support organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

Liability and Insurance – Support Organizations

Syringa Mountain School requires any Support organization or like organization to obtain and keep current liability insurance in the amount of \$1,000,000 general

liability, \$25,000 property and \$10,000 commercial crime and naming Syringa Mountain School as an additional insured.

Parameters for Use of Syringa Mountain School's Name, Logo or Mascot – Support Organizations

The use of Syringa Mountain School's name, logo or mascot by Support organizations must be authorized by the Director or designee. The Director or designee may revoke the authorization to use Syringa Mountain School's name, logo or mascot if the Director or designee determines that the Support organization has failed to comply with the terms of this policy or any other Syringa Mountain School policy. The Director or designee will notify the Support organization in writing of the reason for the revocation. The Support organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Director/ designee's letter.

In the event a Support organizations authorization to use Syringa Mountain School's name, logo or mascot is revoked, the Support organization will within three business days of the final decision provide to Syringa Mountain School Treasurer for deposit all of the funds in its possession.

Donations

Any item that a Support organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Director/Designee must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of Syringa Mountain School. While the intent of the donation will be considered, Syringa Mountain School reserves the right to modify the use if the needs of the students or Syringa Mountain School change.

Discrimination

Syringa Mountain School and Support organizations may not create a vast difference in benefits or services to female and male athletes and/or students. Syringa Mountain School and Support organization must ensure that any contribution by the Support organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

Legal Reference: Office of Civil Rights, Title IX Athletics Investigator's Manual
34 C.F.R. Section 106.31(6)

Other Reference: Idaho High School Activities Association, 2006-2007 Rules and Regulations Manual

Policy History:

Adopted on: January 2, 2014

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Syringa Mountain School

COMMUNITY RELATIONS

4210

Community Use of Syringa Mountain School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by Syringa Mountain School's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Director shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Director's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Director's office.

Proper protection, safety and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

Legal Reference: I.C. Section 33-601 Real and personal property – Acquisition, use or disposal of same.

I.C. Section 33-602 Use of school property or buildings for senior citizen centers

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4210P

Community Use of School Facilities

Facility Use Applications:

Applications requesting use of the school facility must be presented to the building Director at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of the school.
- b. The content of the activity should be reasonably appropriate in a school setting.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

Right of Refusal

The use of the school premises will be denied when, in the opinion of the Director or the Board, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.

Fees:

The Director, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Director or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Insurance Coverage

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming Syringa Mountain School as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No Syringa Mountain School equipment shall be removed from the premises for use by non-school personnel unless otherwise provided for in policy.

Supervision

At least one Syringa Mountain School employee must be on hand, paid for by the organization, when in the opinion of the Director or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse Syringa Mountain School for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

The following applies to all Syringa Mountain School outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage:
2. Arrangements for keys for any rented facility must be made prior to the event by contacting the Director:
3. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
 - a. If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.
 - b. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Director;
4. All equipment items the rental group desires must be listed on the rental agreement; and
5. Requests for night rentals will be reviewed on a case-by-case basis.

Legal Reference: I.C. Section 33-601 Real and personal property – Acquisition, use or disposal of same.

I.C. Section 33-602 Use of school property or buildings for senior citizen centers

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4220

FACILITIES USE APPLICATION AND AGREEMENT

Organization or Individual Requesting Facility Use:

Facility Requested:

Date and Hours of Requested Use:

Purpose of Use:

Equipment/Services Needed:

Proof of Insurance and Other Special Requirements for Use:

Use Charge for Services/Facilities Listed:

Date and Amount Paid:

Director's Approval and Date:

Premises and Conditions:

I. Conditions of Facilities Use - Use of Syringa Mountain School facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. No illegal games of chance or lotteries will be permitted;
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of Syringa Mountain School; and

4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of Syringa Mountain School facilities.

Rent and Deposit

The requesting organization or individual agrees to pay Syringa Mountain School, as rent for the premises and as payment for special services (if any) provided by Syringa Mountain School, as determined by the Director or the Director's Designee; the requested amount shall be due five (5) days in advance of the planned facility use. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless Syringa Mountain School and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of Syringa Mountain School's facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide Syringa Mountain School with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this _____ day of _____, 20__.

Syringa Mountain School:

Requesting Organization/Individual

By: _____

By: _____

Address _____

Phone _____

Use of School Property for Posting Notices

Non-school related organizations may ask the Director permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. The Director will deny permission denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent.

In addition to the above list identifying when permission will be denied, the Director and/or Board reserve the right to utilize their discretion, considering the best interest of Syringa Mountain School, when determining whether to allow or deny a request to post a notice.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students.

If the Director approves a request to distribute materials, the requesting organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Policy History:

Adopted on:

January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4300

Conduct on School Property – Students, Staff and Visitors

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building Director's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Syringa Mountain School expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. In addition to prohibitions stated in other Syringa Mountain School policies, no person on school property or at a school event shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the School;
3. Violate any civil or criminal provision of the laws of the state of Idaho or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the School's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Violate other Charter School policies or regulations, or an authorized Charter School employee's directive;
9. Willfully violate other School rules and regulations; or
10. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

Enforcement

Syringa Mountain School Staff may request identification from any person on school property. Staff Members shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, Syringa Mountain School's Administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

Any person observing a parent/guardian or other person violating this policy should immediately notify the Director or Designee. The Director or Designee will request

that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Director shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

Definitions

School property means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the School's administrators.

School grounds means on the property of or in a public or private elementary school or secondary school.

Dangerous or deadly weapon means a weapon, device, instrument, substance or material that is used for or capable of causing serious bodily injury or death.

Firearm means any weapon, whether loaded or unloaded, that a shot, projectile or other object may be discharged by force of explosion, combustion, gas and/or mechanical means, regardless if such weapon is operable.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing
3330 Student Discipline
4320 Disruption of School Operations

Legal Reference: 20 U.S.C. Section 6081 Pro-Children Act of 1994
I.C. Section 18-3302I Threatening Violence on School Grounds
I.C. Section 33-205 Denial of school attendance
I.C. Section 33-512 Maintenance of schools
I.C. Section 39-5503 Prohibitions – Exceptions

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4310

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the Syringa Mountain School for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. The Director may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4320

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the Syringa Mountain School, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4140

Visitors to the Schools

Legal Reference: I.C. Section 33-512 Governance of schools
I.C. Section 33-205 Denial of school attendance
I.C. Section 33-1222 Freedom from abuse
I.C. Section 18-916 Abuse of school teachers
I.C. Section 18-6409 Disturbing the peace

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4330

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected by the Director or designee from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

- 1.using vulgar or obscene language or gestures;
- 2.possessing or being under the influence of any alcoholic beverage or illegal substance;
- 3.possessing a weapon;
- 4.fighting or otherwise striking or threatening another person;
- 5.failing to obey the instructions of a security officer or school employee; or
- 6.engaging in any activity which is illegal or disruptive of the educational process.

The Director may seek to deny future admission to any person by delivering or mailing a Notice, sent by certified mail with return receipt requested, containing:

- 1.The date, time, and place of a Board hearing;
- 2.A description of the unsportsmanlike conduct;
- 3.The proposed time period that admission to school events will be denied.

Legal Reference: I.C. Section 33-205 Denial of school attendance
I.C. Section 33-512 Governance of schools
I.C. Section 33-1222 Freedom of Abuse
I.C. Section 18-916 Abuse of school teachers
I.C. Section 18-6409 Disturbing the peace

Policy History

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Syringa Mountain School

COMMUNITY RELATIONS

4400

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

Syringa Mountain School shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Syringa Mountain School shall develop procedures for cooperation between law enforcement, child protective agencies and school authorities. Such procedures shall be made available to affected staff and periodically revised.

Cross Reference: 4320 Disruption of School Operations

Legal Reference: I.C. Section 33-205 Denial of school attendance

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4410

Interviews, Investigations and Arrests by Law Enforcement – General Statement

It is the desire of the Board that all contact between Syringa Mountain School and law enforcement on matters involving students shall be made through the Director or Director's Designee. In general, law enforcement personnel have ample opportunity to contact students away from the school, either before or after school hours – and Syringa Mountain School encourages law enforcement to conduct activities with students during these non-school hours to the maximum extent practical.

Interviews and Interrogations by Law Enforcement Personnel

- I. Persons seeking interviews or interrogations with Syringa Mountain School students must contact the Director/Designee and submit a written interview request using the Student Interview Form (4410F). Upon receiving a written interview request and prior to any interview, the Director/Designee shall:
 - a. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - b. Request that law enforcement personnel observe all procedural safeguards prescribed by law. Syringa Mountain School is not responsible for law enforcement personnel's compliance with the law; and
 - c. Make a reasonable effort to notify the student's parents/guardian or legal custodian in advance of the interview/interrogation and provide to the parent/guardian the information provided on the Student Interview Form (Except when there are allegations of child abuse by a parent or guardian – See Below).
- II. The Director/Designee will make the student available upon receiving parental approval and in accordance with any conditions requested by the parent or guardian, as follows:
 - a. If parents are successfully notified, the parents should be provided the opportunity to come to the school prior to the interview/interrogation and should be allowed to be present at the interview;
 - b. The Director or Designee will request that law enforcement personnel remain in the Director's Office while school personnel seek out the student;
 - c. If possible, the educational program of the student should not be disrupted to allow for the interview/interrogation; and
 - d. All interviews/interrogations should be conducted in a private room or area where confidentiality can be maintained.

- III. If a parent refuses to consent to a student interview/interrogation, it is the responsibility of the Law Enforcement personnel to respond appropriately to such refusal.
- IV. The Director should be present at all student interviews/interrogations. The Director should not take part in any questioning and should remain a neutral observer.
- V. In the event an Agency of the State of Idaho empowered by law to supersede the Director's authority as a constitutional officer makes a request on the appropriate form that a student be interviewed/interrogated without advance notice to parents, the Director/Designee will accede to such a request.

Investigation of Alleged or Reported Child Abuse

1. In cases involving investigation or alleged or reported child abuse where the alleged perpetrator is a member of the student's family, parent/guardian notification by the Director/Designee is not warranted or required prior to a student interview by law enforcement personnel. It is the responsibility of the Idaho Department of Health and Welfare to determine when it is appropriate to contact the student's parents or guardian.
2. It is in the sole discretion of Idaho Department of Health and Welfare or Law Enforcement Personnel to determine who should be present during the course of any interview involving alleged child abuse. Such personnel may, in their discretion, exclude all school personnel from any interviews.
3. In cases of alleged child abuse, the Director/Designee shall:
 - a. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - b. Request that law enforcement personnel remain in the Director's Office while school personnel seek out the student;
 - c. Discuss with Law Enforcement Personnel whether the Director/Designee should be present during the interview. If it is determined the Director/Designee will be present during the interview, the Director/Designee should not take part in any questioning and should remain a neutral observer.
 - d. Work to minimize any disruptions to the educational program of the student;
 - e. Make available for the law enforcement personnel a private room or area where confidentiality can be maintained throughout the interview process.

Arrest of Student

- I. If law enforcement personnel have a warrant for the student's arrest, they must be permitted to arrest the student. In such instances, the Director/Designee shall:
 - a. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - b. Request that Law Enforcement Personnel observe all procedural safeguards prescribed by law when interrogating or arresting students;
 - c. Require the Law Enforcement Personnel to sign a release form in whereby they assume full responsibility for the student prior to removing the student from Syringa Mountain School;
 - d. Request that law enforcement personnel remain in the Director's Office while school personnel seek out the student.

- II. A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent/guardian or legal custodian student consent to such release.

- III. When an Law Enforcement Personnel determine an emergency situation exists, and a student is taken into custody or arrested on Syringa Mountain School premises without prior notification to the Director/Designee, the Law Enforcement Personnel should notify the Director/Designee of the situation as soon as possible.

- IV. When a student is removed from school by law enforcement officers for any reason, Syringa Mountain School will make every reasonable effort to notify the student's parent/guardian or legal custodian.

- V. If Syringa Mountain School has reason to believe that a student was removed from Syringa Mountain School by Law Enforcement Personnel without making a valid arrest or without the consent of the parent/guardian or legal custodian, the Director/Designee will attempt to immediately contact the appropriate Law Enforcement Agency and the Board.

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4420

Requirements for Sex Offenders

Syringa Mountain School recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, Syringa Mountain School is implementing this policy.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

- a. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity;
- b. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present;
- c. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle; or
- d. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- I. Is a student in attendance at the school; or
- II. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- III. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- IV. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- V. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- VI. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.
- VII. Is exercising his or her right to vote in public elections;

- VIII. Is taking delivery of his mail through an official post office located on schools grounds;
- IX. Has written permission from a school Director, vice-Director, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
- X. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

Sex Offender Registry Notification

The Director or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as the Syringa Mountain School. The request can be made of the Idaho State Police, the local Sheriff’s Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

Staff Notification

At a quarterly meeting, the Director shall disseminate sex offender registry information received. The Director shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the Director, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code Section 18-8326. Employees who share registry information with others may be disciplined.

Staff Request for Visitor Identification

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

Enforcement

If a sex offender violates this policy, Syringa Mountain School shall immediately contact law enforcement.

Legal Reference:	I.C. Section 18-8323	Public Access to Sexual Offender Registry Information
	I.C. Section 18-8324	Dissemination of Registry Information
	I.C. Section 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. Section 18-916	Abuse of School Teachers
	I.C. Section 33-512(11)	Governance of Schools

Policy History:

Adopted on: January 2, 2014
 Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4420P(1)

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders' access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:
http://www.isp.state.id.us/identification/sex_offender/index.html

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present with thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

Parent/Guardian Convicted Sex Offender:

You need to immediately return this letter with the blanks completed to the Director's office. If you have children attending more than one school, you must complete this form for each school. Syringa Mountain School will crosscheck responses with the list Syringa Mountain School receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the Director's secretary that you need to make an entry on your record of school visits. Syringa Mountain School will keep this record on file in the building Director's office where your child is enrolled.

The following form must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in Syringa Mountain School:

Syringa Mountain School

COMMUNITY RELATIONS

4420F(1)

TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND A CONVICTED SEX OFFENDER

Student's Name (please print)

School

Name of Parent/Guardian (please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the Director's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Director's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Syringa Mountain School

COMMUNITY RELATIONS

4420P(2)

Knowledge of a Non-Parent Sex Offender Visiting School Property – Notify Director

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Director's office to request permission.

Non-Parent Sex Offender Visiting School Property

A sex offender who is not a parent/guardian of a student enrolled in the school must complete the following form (4420F -2) in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Director or designee shall provide the details of the sex offender's upcoming visit to the Director. The Director, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

Syringa Mountain School

COMMUNITY RELATIONS

4420F(2)

TO BE COMPLETED IF YOU ARE A (NON-PARENT) CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY

A convicted sex offender who is not a parent/guardian of a student enrolled in the Syringa Mountain School must complete this form in order to seek permission to visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the Director's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by Syringa Mountain School personnel only:

Permission Granted

Permission Denied

Signature
(Director or Board Chair)

Date

Visit Supervision:

Time In: _____

Time Out: _____

Signature of Supervisor
(Director or appointed staff member)

Date

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4420P (3)

Sex Offenders – Workers (Contractors, Employees, Employers, Etc.) Visiting School Property

LETTER TO EMPLOYERS & CONTRACTORS REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offender's access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

Convicted Sex Offenders – Contractor, Employee(s), Subcontractor(s), Delivery personnel, etc.

You need to immediately return this letter with the blanks completed to the Director's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building Director prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the Director's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building Director's office where you are performing work or accessing school grounds.

Syringa Mountain School

COMMUNITY RELATIONS

4420F(3)

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Nature of work at Syringa Mountain School

Name of Convicted Sex Offender
(please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the Director prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the Director's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Director's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4500

Public Gifts/Donations to Syringa Mountain School

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of Syringa Mountain School from the Board and will not cause inequitable treatment of any student(s) or student group(s).

Gifts from organizations, community groups, and/or individuals that will benefit Syringa Mountain School shall be encouraged by Syringa Mountain School administration. Individuals or groups contemplating presenting a gift to Syringa Mountain School shall be encouraged to discuss, in advance, with the Director what gifts are appropriate and needed.

Gifts should be Defined as Money, Real Property or Personal Property

A gift shall be defined as money, real or personal property and personal services provided without consideration.

Equipment

Community groups or individuals may donate equipment to Syringa Mountain School. Such equipment shall be added to Syringa Mountain School's inventory, provided it is operative at the time of donation and meets an educational purpose of Syringa Mountain School. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in Syringa Mountain School which could restrict gifts purchased by the parent-teacher organizations to individual schools.

Accepting or Declining Gifts

Syringa Mountain School reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to Syringa Mountain School policies, goals, and objective (with particular emphasis on the goal of providing educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations. See Policy Section 4500R for further guidance on accepting or declining gifts.

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the Director who may accept the gift, thank the donors, and inform the board, except that only the Board may accept gifts of real property. Also,

Where the appropriateness of a gift is in doubt, the Director will refer the matter to the Board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the Board. The Board must approve any and all conditional gifts.

Any gift or grant accepted by the Board or the Director as its executive officer shall become the property of the Syringa Mountain School and will comply with all state and federal laws.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C Section 1681, et seq.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4500R

Public Gifts/Donations to the Schools

The following basic principles shall apply to all gifts accepted by Syringa Mountain School:

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged.
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by Syringa Mountain School shall be discouraged.
5. Gifts to Syringa Mountain School become the property of Syringa Mountain School and are subject to the same controls and regulations that govern the use of all Syringa Mountain School-owned property.
6. Any purchase to be funded by a cash donation must be processed in accordance with Syringa Mountain School policy.
7. Gifts that meet the definition of a fixed asset as outlined in Syringa Mountain School policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate Director, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Director or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the Board.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all Syringa Mountain Schools. It is the responsibility of the appropriate Director, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Policy History:

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Syringa Mountain School

COMMUNITY RELATIONS

4510R

Public Gifts to the Schools

Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the Director.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by Syringa Mountain School. If items are not new, the condition or the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s);
2. The organization will discuss the proposed project with the Director prior to filing a request;
3. After discussion with the Director, the organization will submit a written request to the Facilities Director (or the Director if there is not a designated Facilities Director) specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item;
4. The request will be evaluated by a Committee appointed by the Director or by a standing Board Committee (i.e. Development, Finance or Community Relations Committee), as determined by the Director. The Committee will use the following criteria in evaluating the proposed project:
 - a. Educational value to the student body;
 - b. Cost factors in relation to the board of education's approved budget:
 - i. Immediate costs such as installation or remodeling,
 - ii. Long-range costs such as operation and maintenance,
 - iii. Replacement costs when the item is no longer operable.
 - c. Technical quality of the proposed donated item;

- d. Commitment of the donating organization to continuance of the project.
- 5. Based upon the Committee's evaluation and recommendations, the Director will approve or disapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.
- 6. If a project is disapproved by the committee and the Director, the requesting organization may appeal the decision to the Board of Directors.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4600

Volunteer Assistance

Syringa Mountain School recognizes the valuable contribution made through the volunteer assistance of parents and other citizens. In working with volunteers, school staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with Syringa Mountain School;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by Syringa Mountain School in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to Syringa Mountain School's policy mandating background checks.

The Director or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the Director and/or Office Staff.

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

**Syringa Mountain School
COMMUNITY RELATIONS**

4600F(1)

VOLUNTEER APPLICATION

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read Syringa Mountain School's policy regarding volunteers. Syringa Mountain School shall obtain a criminal history/ fingerprint check as part of the volunteer application process. The school's Office Staff will contact you upon the application process being completed.

Personal Information:

Name: _____ Date of Birth: _____
SSN: _____ City of Birth: _____
Gender: _____ State of Birth: _____
Race: _____ Home Phone: _____
Business Phone: _____
Address: _____

2. If you have children attending Syringa Mountain School, list the child's name and grade:

Child's First & Last Name: _____ Grade: _____
Child's First & Last Name: _____ Grade: _____
Child's First & Last Name: _____ Grade: _____

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Education Information:

Provide highest level of education completed: _____

Employment Information:

Current Employer _____
Position: _____

Address: _____
Years with Employer _____

Background Security Information:

To safeguard the children we serve, Syringa Mountain School screens volunteer applicants. All information is confidential and will not be shared.

Yes No I will cooperate with the Syringa Mountain School obtaining fingerprint background check.

Yes No Have you ever been convicted of a felony? If yes, explain:

Yes No Have you ever committed any criminal offenses against a minor? If yes, explain:

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Syringa Mountain School from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature

Name Printed

Date

Syringa Mountain School

COMMUNITY RELATIONS

4600F(3)

Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, Syringa Mountain School requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date: _____

Signature: _____

Policy History:

Adopted on: January 2, 2014

Revised on: December 15, 2015

Syringa Mountain School

COMMUNITY RELATIONS

4600P

Volunteer Assistance Procedures

Syringa Mountain School supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Director and/or Office Staff. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

- A. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by Syringa Mountain School prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read Syringa Mountain School's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by Syringa Mountain School.

Additional Requirements

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.

G.Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of Syringa Mountain School's policy and procedure regarding volunteers, the Director will inform the applicant that he/she may not perform volunteer services in Syringa Mountain School.

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or Director.

Additional specific areas in which a volunteer may be used are as follows:

<ul style="list-style-type: none">•Reading stories to students•Assisting in supervising the loading and unloading of buses•Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.•Lecturing on special topics•Assisting in technology•Helping set up science experiments•Acting as hostess for school functions	<ul style="list-style-type: none">• Providing exhibits• Arranging and assisting in field trips• Assisting in supervising playgrounds• Tutoring• Contacting groups of parents by telephone• Organizing parents for special projects• Mentoring• Participating in business and community partnerships
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Fair Labor Standards Act

Volunteers will supplement and enrich programs and services at Syringa Mountain School but will not substitute for employee activities and functions.

Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. Section 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.

- The individual may not be employed by the same school Charter School to perform the same type of services as those for which the individual proposes to volunteer.

Background Check

Syringa Mountain School shall conduct, at volunteer expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Director or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on Syringa Mountain School application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Orientation and Training

The Director or Designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and

Emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing School standards, as follows:

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each Office Staff will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
 - Volunteer guidelines, policies and procedures
 - Expectations for creating positive school climate
 - Safety and security issues
 - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, Director or guidance counselor of the school.
 - Transportation
 - Dress Code
 - Sexual Harassment
 - Blood borne pathogens
- D. Volunteers may receive initial training from any charter school or from Syringa Mountain School office. When a volunteer is trained away from the local schools, Syringa Mountain School Office Staff who conducts the training must provide the volunteer's name to the local school Office Staff.
- E. The Office Staff will notify the volunteer specialist of training dates. These will be posted at Syringa Mountain School office or on Syringa Mountain School website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, Syringa Mountain School's Office Staff will hold one training session at Syringa Mountain School office or at a local school each month.

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the Director who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the Director.

Volunteers Sign in and Badge

When arriving at school during regular school hours, volunteers will sign in and School Staff will issue the Volunteer a badge.

School Staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the Office Staff or Director as appropriate.

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who provide assistance at Syringa Mountain School on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the Director as soon as reasonably possible.

Termination.

Although termination at Syringa Mountain School is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of Syringa Mountain School rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.
- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

Syringa Mountain School may ask a volunteer to terminate his/her services when circumstances which in the judgment of the Director necessitate termination.